



High School Partner Portal

User Guide

Login

The screenshot shows the OCAS Partner Portal login page. The page has a blue header with the OCAS logo and the text "Ontario College Application Service". Below the header are menu options: SERVICES, E-MATERIALS, DATA WAREHOUSE, and PARTNER PORTAL. A "Français" link is in the top right. The main content area is titled "PARTNER PORTAL LOGIN" and contains a green box with instructions: "Log in to the OCAS Partner Portal to access functions including Applicant Search, Manage Programs, Grade File Uploads and eTMS." Below this is a green "LOGIN" button. To the right, there are "Contact Us" links for "For Staff" and "For Students". A callout box with a blue border and arrow points to the "LOGIN" button, containing the text: "Login at: www.ocas.ca Click on 'Partner Portal' and then the green 'LOGIN' button." A large blue curved arrow points from the "For Students" link towards the "LOGIN" button.

Quick Links

ontariocolleges.ca
[College Contact List](#)
[Ontario School](#)
[Counsellors' Association - OSCA](#)

PARTNER PORTAL LOGIN

Log in to the OCAS Partner Portal to access functions including Applicant Search, Manage Programs, Grade File Uploads and eTMS.

LOGIN

Contact Us

For Staff

For Students

Login at: www.ocas.ca
Click on 'Partner Portal' and then the green 'LOGIN' button.

Login (cont'd)

The screenshot shows the Ontario Colleges .ca login page. The page has a dark header with the logo 'ONTARIO COLLEGES .CA' and a 'HELP' link. The main area is titled 'Log On' and contains fields for 'User Name' (containing 'YourUserName') and 'Password' (containing a series of dots). Below these fields is a link 'Forgot your User Name or Password?'. A large blue arrow points from this link to a callout box on the right. The callout box contains the text: 'Login using the username and temporary password provided by email.' and 'Note: Passwords are CaSe SensitiVe.' Another blue arrow points from the 'Forgot' link to a red callout box on the right, which contains a red exclamation mark and the text: 'Follow password criteria when creating a new password.' A red 'X' icon is in the top right corner of this callout box. At the bottom of the page, there is a note about closing browser windows and a link to the 'site administrator'. The footer includes the 'ocas' logo and the text '© 2014 ONTARIO COLLEGE APPLICATION SERVICE'.

ONTARIO COLLEGES .CA

Have a question? **HELP**

Log On

User Name: YourUserName

Password: ██████████

Forgot your User Name or Password?

Manage your account access with the **Forgot User Name or Password** links.

Log On

finish working with this site do one of the following:
off from the site.

Close all browser windows (including applications that are open in other windows).

This site is intended for authorized users only.
If you experience access problems contact the [site administrator](#).

ocas

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! Follow password criteria when creating a new password.

Portal Password Criteria:

- Minimum of 8, maximum of 14 characters
- Uppercase letter, Lowercase letter
- Number
- Special character (Example: ! \$ # %)
- No part of your First Name, Last Name or Username

Home (default) Screen

PARTNER\123456.coughlin | [Edit Access Account](#) | [Search Applicants](#) | [eTMS](#) | [Upload OST File](#) | [High School Applicant Reports](#) | [Logout](#)

ONTARIO COLLEGES .CA

Applicant Search

Application Number: Account Number:

First Name: Last Name:

Mident Code: Email:

[More Search Options](#)

Search **Clear**

Contact Us | Privacy Statement | Terms of Use | FAQ

ocaS Saco © 2014 ONTARIO COLLEGE APPLICATION

Click on the menu bar to access the functions which you have been granted access to.

Note: Not all users may have access to all portal functionality.

Edit Access Account – used to change password.

Search Applicants – Home (default) screen. Allows you to view applicants from your school.

eTMS – Manage transcript requests for former students. (A list of participating schools and boards is available at: [ocas.ca > Services > eTMS](#))

Upload OST File – Upload academic data files.

High School Applicant Reports – Access various common reports.

Change Password

The diagram illustrates the password change process through three screenshots of the Ontario Colleges website:

- Top Screenshot:** Shows the top navigation bar with links: Edit Access Account, Search Applicants, eTMS, Upload OST File, and High School Applicant Reports. A callout box with a blue arrow points to the "Edit Access Account" link, containing the text: "Click 'Edit Access Account' to access the 'Change Password' screen."
- Middle Screenshot:** Shows the user logged in as PARTNER\123456.coughl. A red box highlights the "Change Password" button in the top navigation bar. A blue arrow points from the "Edit Access Account" link in the first screenshot to this button.
- Bottom Screenshot:** Shows the "Change Password" screen. It includes fields for "Change Password Description...", "Current Password", "New Password", and "Confirm New Password". A table titled "Minimum Password Requirements" lists the following criteria:

Minimum 8 Characters and Maximum 14 Characters
1 Uppercase Letter
1 Lowercase Letter
1 Number
1 Symbol (e.g. @, #, \$)
Passwords Match

A callout box with a red X icon and the title "Portal Password Criteria:" lists the following requirements:
 - Minimum of 8, maximum of 14 characters
 - Uppercase letter, Lowercase letter
 - Number
 - Special character (Example: ! \$ # %)
 - No part of your First Name, Last Name or Username

Search Applicants Screen

PARTNER\123456.coughli | Edit Access Account | Search Applicants | eTMS | Upload OST File | High School Applicant Reports

Logout

ONTARIO COLLEGES .CA

Applicant Search

Application Number: Account Number:

First Name: Last Name:

Mident Code: 123456

Email:

Application Cycle: ALL

More Search Options

Search Clear

Contact Us Privacy Statement Terms of Use FAQ

Click the '+' to view additional search criteria fields.

Select the current or previous application cycle to limit search results. Leave the default "ALL" to see all students.

Leave all fields blank and click 'Search' to list all applicants from your school only.

Note: If the list contains more than 200 records an error message is displayed. Add search criteria to refine your search.

OR

Enter search criteria (e.g. partial student name) and click 'Search' to locate an applicant from your school only.

Note: 'String search' is used (e.g. entering 'tes' will result in any record containing the 'tes' characters).

Search Applicant Results

[More Search Options](#)

[Search](#) [Clear](#)

Last Name	First Name	Application Number	Application Status	Account Number	Account Status	DOB	Previous Last Name	Activate
Applicant	Nu College	15-001-0101	Pending Payment	210031336314	Active	1997/02/02		
Demande	Nouvelle	15-001-5789	Pending Payment	210031341408	Active	1998/01/01		
KINGSLEY	BARRY	15-000-0048	Unpaid	191211380623	Active	1968/02/17		

Pages: |<First <Previous 1 Next> Last>|

Showing 20 Items per Page. Page 1 of 1, Items 1 - 3 of 3

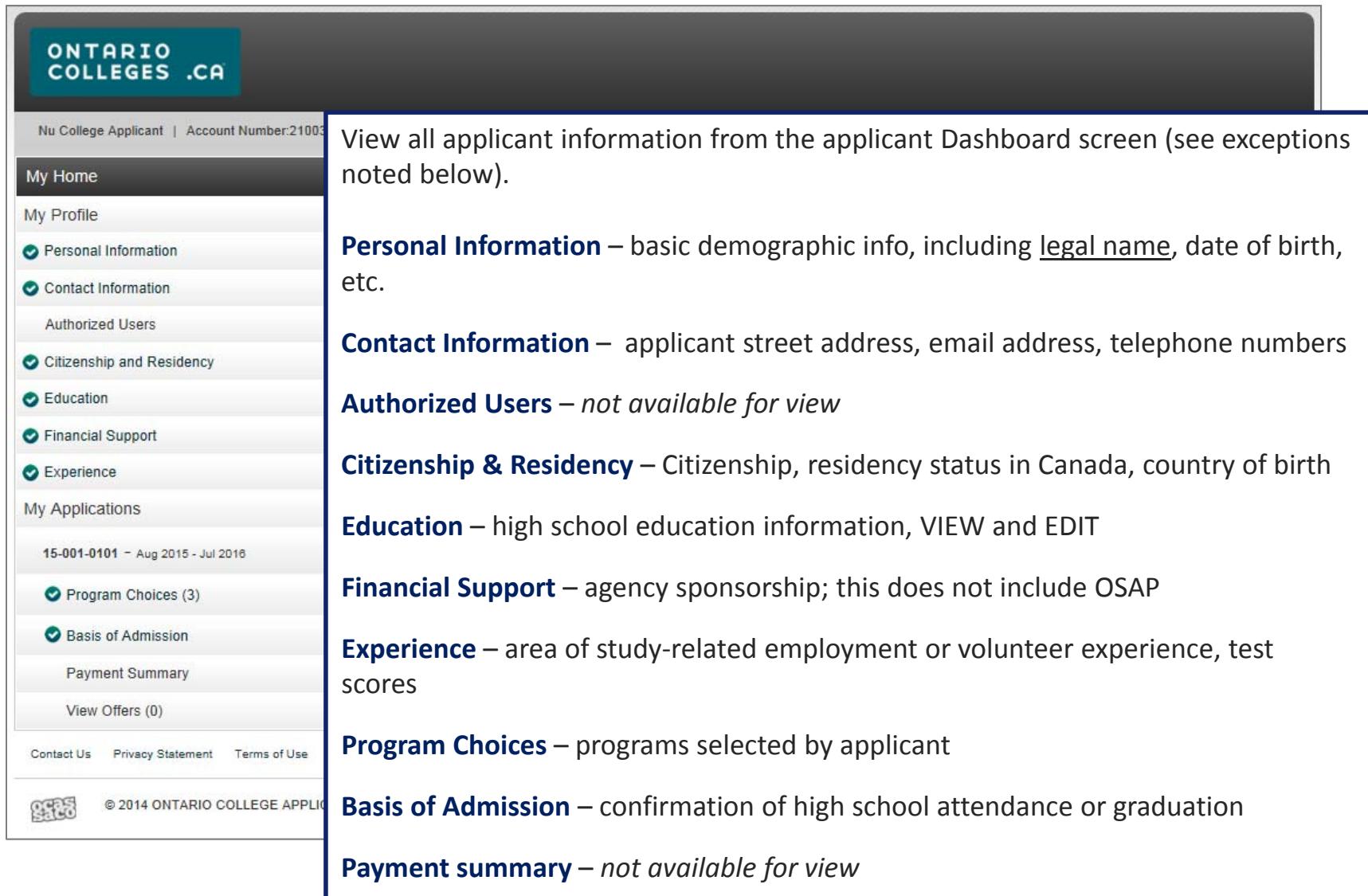
Click on the **Last Name** **hyperlink** to view applicant details.

Search results are displayed sorted alphabetically by last name.

Click on any column heading hyperlink to reorder the records in either ascending (default) or descending (optional) order.

Note: If only one record matches search criteria, you will be taken directly to that applicant's dashboard.

Applicant Dashboard



The screenshot shows the Ontario Colleges .ca applicant dashboard. The top navigation bar includes the logo 'ONTARIO COLLEGES .CA'. Below the logo, a sub-header reads 'Nu College Applicant | Account Number:21003'. The main content area is titled 'My Home'. A sidebar on the left lists various sections: 'My Profile' (Personal Information, Contact Information, Authorized Users, Citizenship and Residency, Education, Financial Support, Experience), 'My Applications' (Program Choices (3), Basis of Admission, Payment Summary, View Offers (0)), and 'Contact Us', 'Privacy Statement', 'Terms of Use'. The main content area contains the following text:

View all applicant information from the applicant Dashboard screen (see exceptions noted below).

Personal Information – basic demographic info, including legal name, date of birth, etc.

Contact Information – applicant street address, email address, telephone numbers

Authorized Users – *not available for view*

Citizenship & Residency – Citizenship, residency status in Canada, country of birth

Education – high school education information, VIEW and EDIT

Financial Support – agency sponsorship; this does not include OSAP

Experience – area of study-related employment or volunteer experience, test scores

Program Choices – programs selected by applicant

Basis of Admission – confirmation of high school attendance or graduation

Payment summary – *not available for view*

Education Screen

ONTARIO COLLEGES .CA

Nu College Applicant | Account Number:210031336314 (Active)

My Home

My Profile

Personal Information

Contact Information

Authorized Users

Citizenship and Residency

Education

Financial Support

Experience

My Applications

15-001-0101 - Aug 2015 - Jul 2016

Program Choices (3)

Basis of Admission

Payment Summary

View Offers (0)

Education

If you have attended a high school or a postsecondary institution, enter the information below.

Declared Education

Institution Type	School Name	Action
High School	Ocas High School	* View Details

Pages: |<First <Previous 1 Next> Last>|
Showing 20 Items per Page. Page 1 of 1, Item 1 - 1 of 1

Academic Data on File

Record Title	Action
Ontario High School Transcript	* View Details Edit Details

Pages: |<First <Previous 1 Next> Last>|
Showing 20 Items per Page. Page 1 of 1, Item 1 - 1 of 1

Declared Education – information entered by applicant includes:

- High school name
- Dates attended/attending
- OEN
- Student number
- Official name on student record

VIEW only

Academic Data on File – includes:

- Literacy test
- Community involvement
- OSSD
- Specialist High Skills Major (if enrolled)
- Courses
- Grades

Click '[View Details](#)' (to view) or '[Edit Details](#)' (to update information)

Add Academic Record

ONTARIO COLLEGES .CA

Nu College Applicant | Account Number:210031336314 (Active)

My Home
My Profile
Personal Information
Contact Information
Authorized Users
Citizenship and Residency
Education
Financial Support
Experience
My Applications
15-001-0101 ~ Aug 2015 - Jul 2016
Program Choices (2)
Basis of Admission
Payment Summary
View Offers (0)

Education

If you have attended a high school or a postsecondary institution, you are required to provide this information on your account.

Declared Education

Institution Type	School Name	Action
High School	Ocas High School	* View Details

Pages: |<First <Previous 1 Next> Last>|
Showing 20 Items per Page. Page 1 of 1, Item 1 - 1 of 1

Academic Data on File

Record Title	Action
Ontario High School Transcript	No Record Found

Pages: |<First <Previous 1 Next> Last>|
Showing 20 Items per Page. Page 1 of 1, Item 1 - 1 of 1

Add Ontario High School Academic Record

Declared Education –
entered by applicant
and is VIEW only

If NO student record is found:
Click on '**Add Ontario High School Academic Record**' to activate the record.

Add New Academic Record

ONTARIO COLLEGES .CA

Nu College Applicant | Account Number:210031336314 (Active)

My Home
My Profile
 Personal Information
 Contact Information
Authorized Users

OEN: 000000000

Literacy Test: English

Community Involvement: N/A

Highest Education: OSSD

Date Credential Achieved: Select ... Select ... Select ...

Program Choices (2)
 Basis of Admission
Payment Summary
View Offers (0)

* Institution Name: Find School

Specialist High Skills Major (if enrolled): Select ...

Save

If 'OSSD' is selected, the 'Date Credential Achieved' should be filled in once the applicant graduates. (e.g. June)

Use the drop down lists to complete all required fields.

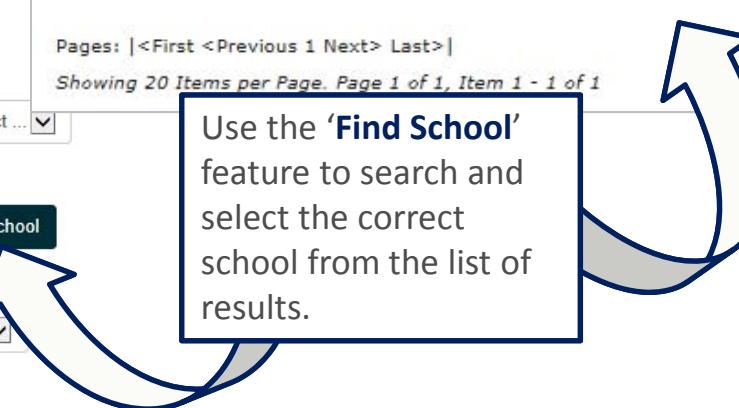
Find School

School Name	Street Address	City	Status	Institution Type
Ocas High School	60 Corporate Court	Guelph	Open	Day

Pages: | <First <Previous 1 Next> Last> |
Showing 20 Items per Page. Page 1 of 1, Item 1 - 1 of 1

Use the 'Find School' feature to search and select the correct school from the list of results.

Click 'Save' when done.



Add New Academic Data

ONTARIO COLLEGES .CA

Nu College Applicant | Account Number:210031336314 (Active)

My Home
My Profile
 Personal Information
 Contact Information
Authorized Users
 Citizenship and Residency
 Education
 Financial Support
 Experience
My Applications
15-001-0101 - Aug 2015 - Jul 2016
 Program Choices (3)
 Basis of Admission
Payment Summary
View Offers (0)

Ontario High School Grades

Academic Data

OEN:
00000000

Literacy Test:
English

Community Involvement:
N/A

Highest Education:
N/A

Date Credential Achieved:

Schools Attending / Attended:
Ocas High School - 123456
Ocas High School - 123456

Specialist High Skills Major (if enrolled):

Ontario High School Grades

Click 'Add New' to add individual course data.



Add New Academic Data (cont'd)

Nu College Applicant | Account Number:210031336314 (Active)

My Home Course Code:

My Profile Completion Date: Specify Year... Specify Month...

Personal Information

Contact Information

Authorized Users

Citizenship and Residency

Education

Financial Support

Experience

My Applications

15-001-0101 - Aug 2015 - Jul 2016

Program Choices (3)

Basis of Admission

Payment Summary

View Offers (0)

Enter the mident code for the school at which the course has been/ is currently being taken.

Click 'Create' when done.

Notes

<input type="checkbox"/> T	: Team Taught Dual Credit
<input type="checkbox"/> I	: Interdisciplinary Studies
<input type="checkbox"/> S	: Extraordinary Circumstances
<input type="checkbox"/> C	: Cooperative Education
<input type="checkbox"/> M	: Modified Curriculum - No Credit
<input type="checkbox"/> X	: Substitution for Compulsory Course
<input type="checkbox"/> A	: Alternative Expectations - No Credit
<input type="checkbox"/> H	: Specialist High Skills Major
<input type="checkbox"/> F	: Course Taught in French
<input type="checkbox"/> P	: Ontario Private School Course
<input type="checkbox"/> B	: Credit Count Adjusted

Mident Code:

Create

Use drop down lists and free form fields to enter individual course information. Click the checkbox to add notes.

Course Code – (free form field) validated by course code list

Completion Date – (drop down list) year and month

Mark – (free form field) 3 numeric digits (e.g. 079) or only the following values: EQV, ALT, N/A or I (must be entered in uppercase)

Mark Type – (drop down list): Current, Final, Midterm, Projected

Credit – (free form field) single numerical digit (e.g. 1)

Course Status – (drop down list): No Credit*, Repeated*, Withdrawn*. Leave blank if none apply.

**credit value must be zero*

Delivery Type – (drop down list): Day School, Night School, Summer School, Correspondence, Other

Course Type – (drop down list): Regular, Co-op Out-of-School, Co-op In-School

Edit Academic Data on File

ONTARIO COLLEGES .CA

Nu College Applicant | Account Number:210031336314 (Active)

My Home
My Profile
 Personal Information
 Contact Information
Authorized Users
 Citizenship and Residency
 Education
 Financial Support
 Experience
My Applications
15-001-0101 ~ Aug 2015 - Jul 2016
 Program Choices (3)
 Basis of Admission
Payment Summary
View Offers (0)

Education

If you have attended a high school or a postsecondary institution, you are required to provide this information on your account.

Declared Education

Institution Type	School Name	Action
High School	Ocas High School	* View Details

Pages: |<First <Previous 1 Next> Last>|
Showing 20 Items per Page. Page 1 of 1, Item 1 - 1 of 1

Academic Data on File

Record Title	Action
Ontario High School Transcript	* View Details Edit Details

Pages: |<First <Previous 1 Next> Last>|
Showing 20 Items per Page. Page 1 of 1, Item 1 - 1 of 1

Click 'Edit Details' to make changes to existing academic data.



Edit Academic Data on File

Ontario High School Grades - Total Credits to Date: 4

Course Code	Completion Date	Mark	Mark Type	Credit	Course Status	Delivery Type	Course Type	Notes	Mident Code	
MAP4C	201506		Projected	1		Day	Regular		123456	Edit Delete
SCH4U	201506		Projected	1		Day	Regular		123456	Edit Delete
BAT4M	201502	088	Midterm	0	Withdrawn	Day	Regular		123456	Edit Delete
ENG4C	201502		Current	1		Day	Regular		123456	Edit Delete
SBI4U	201502		Current	0	No Credit	Day	Regular			
BAT4M	201407	78	Final	1		Summer	Regular			
BAF3M	201406	088	Final	0	Withdrawn	Day	Regular			
BAT4M	201406	50	Final	0	Repeated	Day	Regular			

Click '**Edit**' to update course information or '**Delete**' to remove the record.

Click '**Save**' when done.

Scroll to the right to 'Save' changes or 'Cancel' to exit

Course Code	Completion Date	Mark	Mark Type	Credit	Course Status	Delivery Type	Course Type	Notes	Mident Code	
MAP4C	201506	<input type="text"/>	Projected <input type="button" value="▼"/>	<input type="text" value="1"/>	<input type="button" value="▼"/>	Day	Regular <input type="button" value="▼"/>	<input type="text"/>	123456 <input type="button" value="🔍"/>	Save Cancel
SCH4U	201506		Projected	1		Day	Regular		123456	Edit Delete
BAT4M	201502	088	Midterm	0	Withdrawn	Day	Regular		123456	Edit Delete
ENG4C	201502		Current	1		Day	Regular		123456	Edit Delete
SBI4U	201502		Current	0	No Credit	Day	Regular		123456	Edit Delete

eTMS

PARTNER\123456.coughli | Edit Access Account | Search Applicants | **eTMS** | Upload OST File | High School Applicant Reports

ONTARIO COLLEGES

See separate User Guide for complete eTMS information at:
www.ocas.ca > **E-Materials** > **High School and Board Staff**.

OCAS
SACO

Ontario College Application Service

ADJUST FONT SIZE: a A

You are here: [Home](#) » [e-Materials](#) » [High School and Board Staff](#)

[Français](#)

Important Documents

- [Important Dates for Programs Starting Fall 2015](#)
- [CIP Schedule 2014](#)
- [College Dialogue Booklet 2014](#)
- [Secondary School Course Codes](#)

RESOURCES FOR HIGH SCHOOL STAFF

Showing students how to apply to college? Start here:

- [Online Application Tutorial \(PDF\)](#)
- [Online Application Tutorial \(PowerPoint\)](#)

Need help using the Partner Portal? Start here:

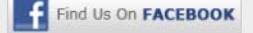
- [High School Partner Portal User Guide \(PDF\)](#)
- [eTMS User Guide \(PDF\)](#)

eTMS: Electronic Transcript Management System



Contact Us

For Staff
Tel: 1.888.892.2228
Email: service@ocas.ca
Social Media: 

For Students
Tel: 1.888.892.2228
Email: ask-us@ontariocolleges.ca
Social Media: 
 Find Us On **FACEBOOK**

60 Corporate Court
Guelph, ON
N1G 5J3

Upload OST File

PARTNER\123456.coughli | Edit Access Account | Search Applicants | eTMS | **Upload OST File** | High School Applicant Reports

ONTARIO COLLEGES .CA

Click on 'Upload OST File' to upload student data files.

ONTARIO COLLEGES .CA

SS Data Upload

To select a file from your PC, click on 'Browse'. Click on 'Upload File' to send your file to OCAS. Successful Upload: File has passed the initial data integrity check. Failed Upload: File will not be processed. See error message provided. NOTE: Academic data will display in your student's applications within 24 hours after your file is processed.

File:

[Browse...](#)

Upload File

Locate file and upload.

Filter Options

Upload Date

From To Transmission Period File/Mident File Status

Refresh

Successful OST File Upload

Upload History

Date	File	Period	Time Stamp	Username	File Status	Upload Report
2014/10/07	S666459.C1	C1	2014-10-07:16:00:50	PARTNER\666459.ip	Processed	Details
2014/10/07	S885126.C1	C1	2014-10-06:08:57:25	PARTNER\885126.wiltse	Processed	Details
2014/10/07	S944416.C1	C1	2014-10-07:14:44:12	PARTNER\944416.beatty	Processed	Details

Transmission Details

School	Ymca Academy, The
Board Name	TO Private Inspected
File Version	S666459.C1
Upload Date	2014/10/07
Time Stamp	2014-10-07:16:00:50

Student Name	Student Number	OCAS Number	Course Impacted	Error Description
CAPLAN, BENJAMIN	000544900962		GLD20 DREF0800050201306 000000	Invalid course code not in the new curriculum
MAIR, EMMA	000889529103		GLD20 DREF0780050201306 000000	Invalid course code not in the new curriculum

Pages: |<First <Previous 1 Next> Last>|
Showing 20 Items per Page. Page 1 of 1, Items 1 - 2 of 2

Export to  Excel

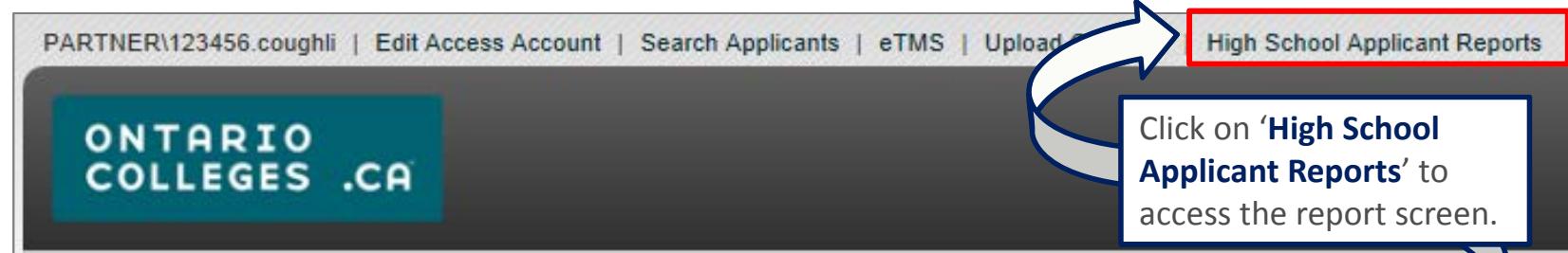
Each time a data file is received at OCAS, an email confirmation is sent to the email contact located in the T1 header of the file.

Note: Always check the file status. If the upload failed, create and upload a new file.

It is important that a school corrects all errors (if applicable) in their own student information system first before creating and uploading a new file to OCAS.

For reporting purposes, **successfully processed records are NOT displayed on the Upload Report.**

High School Applicant Reports



ONTARIO COLLEGES .CA

High School Applicant Reports

Mident Code

Application Cycle

Report Display Parameters

Please choose one of the following:

Applicants Status Report

Program Choices Detail Report

Please select/deselect your option for report:

All Applicants

Confirmed Applicants Only

Report Sort Order

Sort by Surname, First Name

Sort by Date paid, Surname, First Name

Sort by Application#

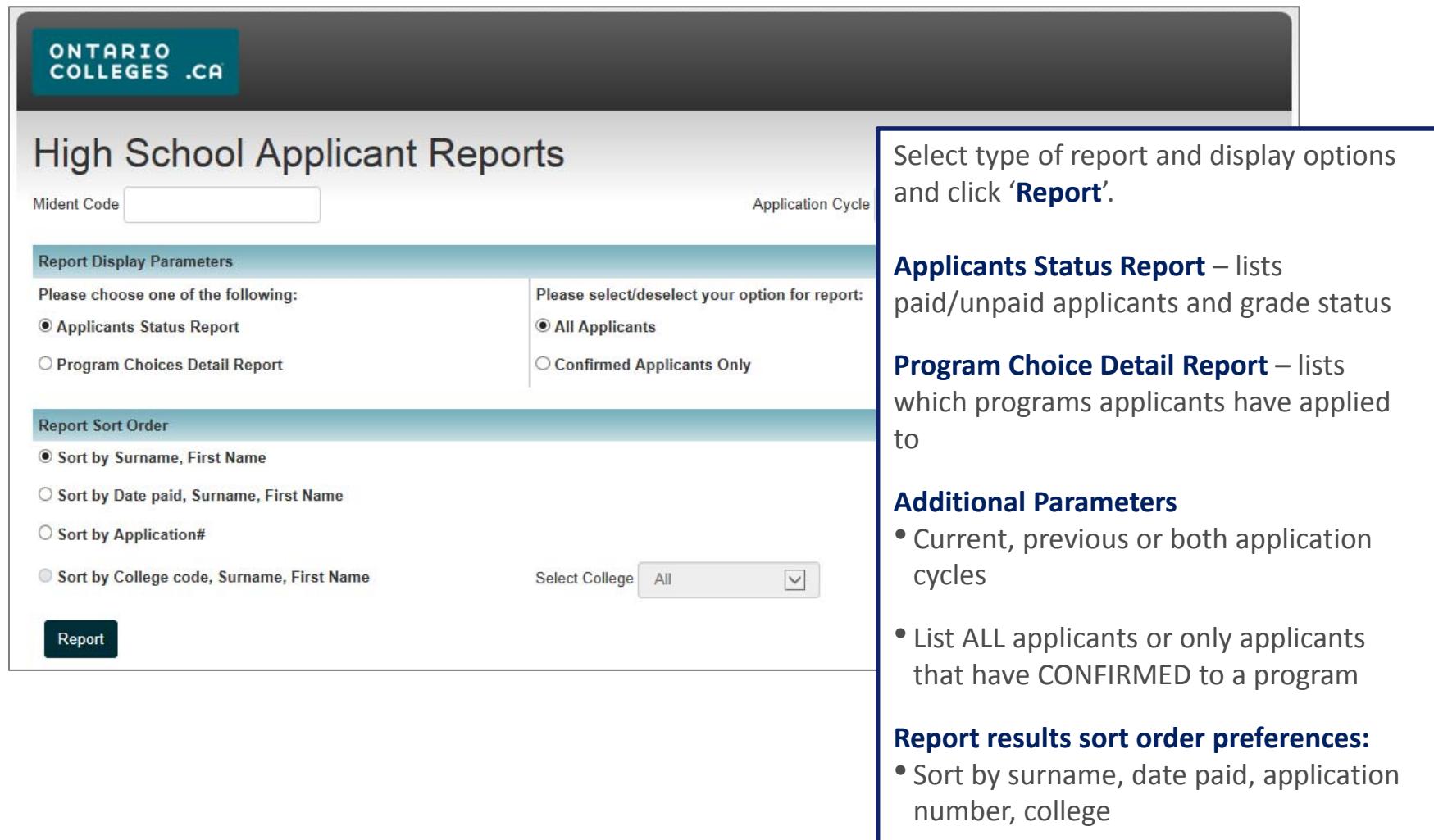
Sort by College code, Surname, First Name

Select College

Report

Report

Report Options



ONTARIO COLLEGES .CA

High School Applicant Reports

Mident Code

Application Cycle

Report Display Parameters

Please choose one of the following:

Applicants Status Report

Program Choices Detail Report

Please select/deselect your option for report:

All Applicants

Confirmed Applicants Only

Report Sort Order

Sort by Surname, First Name

Sort by Date paid, Surname, First Name

Sort by Application#

Sort by College code, Surname, First Name

Select College

Select type of report and display options and click 'Report'.

Applicants Status Report – lists paid/unpaid applicants and grade status

Program Choice Detail Report – lists which programs applicants have applied to

Additional Parameters

- Current, previous or both application cycles
- List ALL applicants or only applicants that have CONFIRMED to a program

Report results sort order preferences:

- Sort by surname, date paid, application number, college

Applicant Status Report

ONTARIO COLLEGES .CA

Sample of **Applicant Status** report,
all applicants, sorted by surname.

Status Report - All Applicants

Application Cycle: 2015 Mident Code: 123456
Report Date: 07 Oct 2014 04:53:17 School Name: Ocas High School

Print Close Sort by Surname, First Name

Application#	Surname	First Name	Date Paid	Applicant Status	Grade Status	Student Number / OEN
150010101	Applicant	Nu College		Pending Payment	NO GRADES	/ 000000000
150015789	Demande	Nouvelle		Pending Payment	NO GRADES	/ 000000000
150000048	KINGSLEY	BARRY		Unpaid	PARTIAL GRADES	/ 000000000

Total Applicants in Report: 1

Program Choice Report



Sample of **Program Choice** report, all applicants, sorted by application number.

Program Choices Report - All Applicants						
Application Cycle: 2015 Report Date: 07 Oct 2014 04:54:31				Mident Code: 123456 School Name: Ocas High School		
Print		Close		Sort by Surname, First Name		A-Accepted AA-Alternate Acceptance
Application#	Surname	First Name	Date Paid	Applicant Status	Grade Status	Student Number / OEN
15-001-0101	Applicant	Nu College		Pending Payment	NO GRADES	/ 000000000
Offer Status	College Code	Program Code	Program Title	Start Date	Campus	Program Add Date
	DURH	ACAR	ANIMAL CARE	1509	W	2014/09/30
	NORT	H151	COMPANION ANIMAL PHYSICAL REHABILITATION	1509	HL	2014/09/30
	SHER	PANCR	ANIMAL CARE	1601	DV	2014/09/30
15-001-5789	Demande	Nouvelle		Pending Payment	NO GRADES	/ 000000000
Offer Status	College Code	Program Code	Program Title	Start Date	Campus	Program Add Date
	BORE	AAFC	ADMINISTRATION DES AFFAIRES - COMPTABILITÉ	1509	SU	2014/10/01
	LACI	61026	ADMINISTRATION DES AFFAIRES-COMPTABILITÉ	1509	OT	2014/10/01
15-000-0048	KINGSLEY	BARRY		Unpaid	PARTIAL GRADES	/ 000000000
Offer Status	College Code	Program Code	Program Title	Start Date	Campus	Program Add Date
			BACHELOR OF BUSINESS ADMINISTRATION			